



# **Lilliput Day Nursery – Neath Campus** **Statement of Purpose**

## **Purpose**

Our aim is to provide high quality day care that enhances the development, care and education of children in a safe, stimulating and caring environment, where they learn through play in partnership with parents/carers.

Lilliput Day Nursery is registered with, and inspected by the Care Inspectorate Wales (CIW), under the Children Act 1989, to provide day care or part day care for boys & girls, aged 12 weeks to 7 years and 11 months. We offer nursery places for children of students, college staff and the local community.

Our CIW registration number is: W060000728/O001/0004.

Our latest CIW inspection report can be seen on [www.cssiw.org.uk](http://www.cssiw.org.uk)

Lilliput Day Nursery follows Welsh Government initiatives by implementing the Foundation Phase, Design to Smile and Healthy Sustainable Pre-School Scheme. We are a member of the Wales Pre-School Providers Association (W.P.P.A)

## **Legal Status and Staffing Information**

Lilliput Day Nursery is registered by Care Inspectorate Wales (CIW) under part 2 of The Children and Families (Wales) Measure 2010 and The Regulation of Child Minding and Day Care (Wales) Order 2016 to provide day care.

**The person in charge on a day to day basis is:** Sarah Thomas

**Name of registered provider:** Lilliput Day Nursery

**Registered Person:** NPTC Group of Colleges

**Responsible Individual (Joint):** Eleanor Glew & Andrea Tregoning

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times.

**Senior Officer: Nursery:** Andrea Tregoning

**Nursery Officer:** Sarah Thomas

**Deputy Nursery Officer:** Stephanie Powell and Lauren Jones

**Nursery Nurses:** we have 1 full time member of staff and 14 part time members of staff.

**Modern Apprentices:** we have 4 trainees working towards their QCF level 2/3.

All Nursery staff, apart from Modern Apprentices are qualified to a QCF Level 3, BTEC Diploma in Childhood Studies, NNEB or above.

All staff have been trained and hold certificates in: -

- Enhanced DBS Check
- Paediatric First Aid
- Food Safety
- Child Protection/Safeguarding
- Manual Handling
- Community Food and Nutrition Skills – Early Years
- Learning with Autism – Early Years

All training is on a rolling programme of every 3 years. Staff attend relevant training courses, workshops and conferences. The Nursery receives *smalltalk*, Nursery World and Wales PPA's magazines, which offer practical advice and up-to-date information in the field of childcare and education. We are signed up to the CIW website and receive news regularly about any changes or information about regulated settings.

Lilliput Day Nursery welcomes students on placement, volunteers and visitors who enrich the experiences of children. All students/volunteers are DBS checked before they commence placement.

## **Organisation**

Lilliput Day Nursery is a purpose built building located on the Neath Campus. The premises is divided into two main areas. There is an under 2's room (baby room) with a main play area, a messy area and rest room and an over 2's room (aged 2 – 7 years & 11 months), this has a main play room, which is separated into "stations", a hard floored area, a separate art & craft room and a home room.

Both rooms have units and wooden boxes to store toys and equipment.

Toilet and baby changing facilities are available to all children, within a separate bathroom, in each room.

Children have access to a very well-resourced outside play area. Separate outdoor play areas provided ample space and opportunity for physical outdoor play activities. There is a mud kitchen area and an area sectioned out for gardening.

The kitchen area, staff room and office remain out of bounds to children.

The Nursery operates between 7.30am and 6.00pm Monday to Friday throughout the year, except for Bank Holidays and Christmas week.

The Nursery is registered to take 71 children per session, 47 over 2's and 24 under 2's. The number of children we are registered to take is never exceeded.

Adult/Child ratio's are in accordance with CIW regulations. The minimum staffing ratios are:

- One adult to three children under 2 years
- One adult to four children aged 2 years
- One adult to eight children aged 3 – 7 years & 11 months.

Lilliput Day Nursery provides care through the medium of both English and Welsh.

Lilliput Day Nursery believe that parents are the prime carers and educators of their children and are invited to be involved in all aspects of the Nursery.

The Nursery holds several fundraising days throughout the year and parents are encouraged to take part.

Lilliput Day Nursery is covered by public liability and employer's liability insurance. Certificates are displayed in the foyer.

## **Admissions Policy**

The Nursery is available to anyone needing quality, affordable childcare, for children aged between 12 weeks and 7 years and 11 months. Parents/carers and children are invited to visit the Nursery for a pre-entry inspection, by appointment with nursery staff. We will try to be as flexible as possible, however, meal times are best avoided to allow children to enjoy their meal in a relaxed environment.

These inspection visits are important as they allow children and staff to meet and allow the parent/carer an insight into the quality of care their child will receive. During this visit any specific issues can be addressed. These visits are a friendly and informal way for everyone to meet.

The children of parents/carers applying for the college Learner Support Fund will be asked to make Lilliput Day Nursery their first priority. If they want to place their child with an alternative Nursery they should apply to do so, in writing, to the Learner Support Team.

Lilliput Day Nursery acknowledges the importance of parents/carers and staff working together to help children settle in to our care and develop confidence to participate in all the activities offered. When you have decided to attend the Nursery you will be given the necessary 'Day Care Agreement' documents. These will need to be returned along with your payment in advance. Your child's place will then be confirmed.

Once a place has been confirmed for your child, you will be invited to one trial session (one hour session), this is free of charge. Parents are encouraged to try shorter sessions first and gradually build to what's needed. The length of this time will depend on the individual child. Some children take longer than others to settle.

Children's individual needs and preferences are noted and recorded when you register with the Nursery.

## **Our Nursery**

At Lilliput Day Nursery we understand the importance of a child's development and provide a variety of activities, with the emphasis on having fun and learning through play. The Nursery works to ensure that the desirable outcomes for all children are met. All activities are planned, we have introduced elements of the Foundation Phase for the over 2's. All staff will encourage, support and develop your child's skills. We encourage exploration in a controlled and secure way during both indoor and outdoor play. We provide a safe environment yet allow the children to explore how they use the equipment available to them.

During a typical day in Nursery your child will have many opportunities to learn through play with a wide variety of toys, games and activities. All children at the Nursery are allowed to develop at their own pace with support and guidance from the well qualified and experienced staff. They will have the opportunity to explore many forms of craft materials allowing them to express their creativity. All art/craft work the children create is either displayed within the Nursery or is available for parents/carers to take home. The Nursery adopts a flexible routine to allow for activities or games to be fully enjoyed by the children. Parents/carers are welcome to get involved with various activities/fundraising days etc.

We have extensive policies and procedures in our Nursery Operational Plan, which are available on request to all our customers.

These policies and procedures are developed and maintained in line with national minimum standards and regulations. They are reviewed annually and updated when necessary (CIW is informed of any significant changes).

### **Routine and Activities**

Activities are risk assessed and children are encouraged to review and evaluate their experience if they are able/willing.

The progress of children is assessed by observation and recorded. Lilliput Day Nursery has a duty to share some information with the local authority and CIW. Our records are available for discussion with parents at any time and are kept in line with our confidentiality policy.

### **Baby room**

The baby room can take up to 24 babies aged from 12 weeks to 2 years of age. We operate with a key worker system, where, on any given day a member of staff is allocated 3 children, of similar age and that member of staff is then responsible for the care of the children throughout their stay with us.

At around 18 months we encourage the children to integrate with the over 2's room, the key worker will accompany their children to the over 2's room where they will take part in all activities while having the added security of their key worker. The home routine of each individual child will always be followed by the key worker, this is to ensure the ease of transition from home to Nursery.

We have a pet fish, Pepper. Her tank is situated on the work surface with a vented top. The tank is not accessible to the children but staff do take the children over to feed and clean the fish. The children are always supervised when in the play room.

### **Over 2's room**

The over 2's room can take up to 47 children aged between 2 years and the day before their eighth birthday. We operate with a key worker system, where, on any given day a member of staff is allocated 4/8 children, depending on their age and that member of staff is then responsible for the care of the children throughout the day.

As we follow the Foundation Phase, we adopt 'free flow' play sessions. Staff are allocated to dedicated areas: homeroom, art & crafts, construction corner, imagination station, letter land etc...The children are free to move between activities and staff encourage children to join in group work.

During their time in the over 2's room we strive to build an individual child's independence ready for their next transition into school.

## **AM Session**

<b><u>7.30 – 9.30</u></b>	<b><u>9.30 – 10.30</u></b>	<b><u>10.30 - 11.00</u></b>	<b><u>11.00 – 12.00</u></b>	<b><u>12.00 – 1.00</u></b>
Meet & greet parents/children	Hand washing	Circle time	Indoor/outdoor activities,	Hand washing
Hand washing	Morning snack toast & milk	Busy feet	Construction corner, Imagination station, Art & Crafts and Home room. Mainly child-led with staff participation	Lunch time
Breakfast	Tooth brushing			Toileting/nappy changing
Free play	Toileting/nappy changes			

## **PM Session**

<b><u>1.00 – 2.00</u></b>	<b><u>2.00 – 2.30</u></b>	<b><u>2.30 - 3.00</u></b>	<b><u>3.00 - 4.45</u></b>	<b><u>4.45 – 5.30</u></b>	<b><u>5.30 – 6.00</u></b>
Indoor/outdoor activities, working on growing garden	Circle time	Hand washing	Indoor/outdoor activities, Construction corner, Imagination station, Art & Crafts and Home room. Mainly child-led with staff participation	Hand washing	Quiet Activities, Jigsaws, Books
Sleep/rest	Songs & Rhymes	Healthy snack		Dinner time	Children being collected
	Stories	Tooth brushing		Toileting/nappy changing	
		Toileting/nappy changing			

## **Meeting Individual Needs**

The Nursery will endeavour to provide the best possible care for all children. We welcome children with additional needs, whether these are physical, behavioural or learning difficulties. We also discuss the needs of the child with the parent, and be ready to offer help and support if needed. If one to one care is required, the practicalities will be discussed with the parent/carer before the child begins to attend the nursery. We also liaise with other professionals to maximise the quality of care we provide.

All staff are aware that they have a duty to include the child in all activities on offer in the Nursery, with adaptations if necessary. All staff are positively encouraged by the college to undertake training/courses to further their knowledge and understanding of additional needs.

## **Meals and Snacks**

We provide a healthy breakfast (on request), healthy mid-morning and afternoon snacks. Milk/water is also provided.

Lunch is at 12 noon, lunches can be provided by the College Refectory at a daily charge, or parents can provide a packed lunch. Dinner is also available at an additional cost. Lunch & Dinner money must be paid in cash, daily or weekly.

Special dietary needs can be catered for on request. Allergies/specific arrangements for meals are displayed both in the play rooms and kitchen.

We only allow milk or water throughout the day, no squash, pop, coffee etc....will be allowed in nursery. If parent/carers choose to provide their own lunch, we ask for healthy nutritious meals, no crisps, sweets, chocolate bars, biscuits etc....Water is available at all times for children to drink.

Babies are fed to their own specific needs. Babies who are still on formula feeds will have their feeds freshly made up as they require them. We are part of the 'Breastfeeding Welcome Scheme' and mums who are breast feeding are welcome to come into the nursery at any time to feed baby. Alternatively, breast milk may be expressed and brought in each day or frozen and stored in the nursery freezer, in a container labelled with your child's name, for your baby to use.

### **Nutrition and Oral Health**

At Lilliput Day Nursery we aim to promote healthy eating, to provide children with a wide and nutritionally balanced diet to develop their health, growth and well-being. All children's individual needs and preferences whether it be medical or cultural are catered for.

We provide a calm and inviting eating environment where staff sit and eat with children in order to provide good role models during these mealtimes. Children are encouraged to wash their hands before snacks or meals. The staff show children that meal times are enjoyable and a good time to socialise with each other. We encourage independence by the children using appropriate utensils so that they can feed themselves.

Lunch provided by the College refectory is always a healthy option, suitable to each individual child, natural yoghurt is provided as dessert. Drinks are available on demand throughout the day and we encourage children to drink plenty of water. Our weekly menu is displayed on our parent/carer notice board in the foyer.

We are part of the 'Designed to Smile' children's tooth brushing programme. As part of this scheme each child will be given their own toothbrush, to be kept in the nursery and will take part in regular supervised tooth brushing.

### **Toileting/Nappy Changing**

No child is excluded from attending Lilliput Day Nursery, who may, for any reason not yet be toilet trained and maybe still wearing nappies. We work with parent/carers towards toilet training.

All children are accompanied to the toilet, even the older more capable children. Children are never left alone in the bathroom. All children are treated with dignity care and compassion during nappy changing/toileting.

Parent/carers must supply nappies and wipes to ensure that the staff have plentiful supplies for each child.

We maintain the highest possible hygiene standards. All children and adults must wash their hands after visiting the toilet.

All nappy changes and toilet visits are recorded.

## **Health and Illness**

Please do not bring your child to nursery if he/she is unwell. The nursery reserves the right to refuse entry to or send home any child who appears unwell or is suffering from a contagious or infectious complaint. If your child should become ill while at Nursery we will contact you or a person nominated on your day care agreement form to collect him/her.

To ensure that we can contact you quickly, please ensure that all contact details are kept up to date. You are also asked to inform the nursery if your child has contracted a contagious illness as we may be able to minimise the spread of such diseases if kept informed.

Guidelines for exclusion periods of illness which are set by the Local Health Protection Team, can be found displayed on the parent/carer notice board and a copy will be given with your 'Day Care Agreement' pack.

## **Medication**

Please be aware that staff will only administer medication to a child, providing prior written permission is obtained. Prescribed medication or 'over the counter' remedies, may be administered in the Nursery with prior written consent. It is your responsibility to notify a member of staff and to sign the 'medication' form.

If a course of antibiotics is required it is our policy to exclude children, for the first 24 hours of the course and at least two doses should be administered at home.

Prescribed medication must be clearly labelled with child's full name. Medicine should be handed to a member of staff on arrival in its original packaging.

## **Sun Cream**

**Important** - Can all parent/carers please bring in sun cream and a sun hat. When choosing sun cream, use one that has a sun protection factor (SPF) of 15 or above and is effective against UVA and UVB. If your child has no sun protection they will be kept inside doing indoor activities.

This is to ensure your child is protected from harmful UV rays and does not get skin damage through sunburn.

## **Safeguarding Children**

It is understood that the Nursery is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer. Any information given by a parent/carer regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected.

## **Collecting a Child**

In the interest of the child's safety the Nursery staff will not release any child to an unauthorised person, even if the collection is late. If any person other than the parent/carer is collecting the child, the Nursery staff **MUST** be informed.

We have a signing in book which must be completed by the parent/carer when dropping their child off. They must clearly state who will be collecting the child and if this is to change throughout the day, they must contact the Nursery to inform them.

If someone other than the person stated comes to collect the child, the Nursery Officer/Deputy will contact the prime carer to obtain permission. Ideally the Nursery staff would like to meet the named person beforehand. If this is not possible a photograph or good description is important.

**In the event that we do not have any notification, the staff will not allow the child to leave the Nursery.**

Please be aware that due to registered guidelines, in accordance with CIW and College Public Liability Insurance, the Nursery is only insured and authorised to operate between the hours of 7.30am to 6.00pm, Monday to Friday.

Parent/Carers must inform us immediately if they are unable to collect the child from Nursery whether collecting after a session or full day. A late collection charge of £15 per half hour will be applied to cover the cost of staff.

### **Fees and Payment**

The fee structure:

AGE	DAILY	SESSIONS	½ SESSIONS	7.30am – 8am	School Service
0 – 2 Years	£38.00	£23.00	£14.00	£3.50	N/A
2 – 3 Years	£37.00	£22.00	£13.00	£3.50	N/A
3 – 7 Years	£36.00	£21.00	£12.00	£3.50	£4.00 Each Way

Full day – 8am to 6pm, Half day – 8am to 1pm/1pm to 6pm & 2½hr sessions are also, available.

Term time, rota and holiday contracts available on request.

Absences are charged at the full rate. Children are allocated one week holiday per year, pro rata. All parent/carers are required to identify the way in which they would like to pay their Nursery invoice and this is requested information on the day care agreement. Payments must be made in advance, weekly or monthly.

Payments can be made by cash or credit/debit card. We also accept Childcare voucher schemes and, depending on personal circumstances there are various college grants/funding available.

Fees will be subject to annual increase on notice from Lilliput Day Nursery. Prices quoted are per child and include breakfast and snacks.

We ask that you settle your account promptly to help us keep costs down. Late payment fees will generate a late payment fee of £20. Children will be excluded from the Nursery if fees remain outstanding for more than 14 days beyond the due date and the registration terminated. It is your responsibility to obtain a receipt from the Nursery as proof of payment.

Please note that fees are payable during periods of absence from Nursery due to sickness or any holidays you wish to take.

Parents/carers are advised to speak to Andrea Tregoning, Senior Officer: Nursery about payment of fees in cases of prolonged absence.

Once a place at the Nursery has been confirmed, the first payment is due in advance to secure the place. Fees can be paid either daily, weekly or monthly, in advance.

The notice period required for termination of contract is **one month**, in writing. If insufficient notice is given you will be responsible to pay full fees.

### **Unpaid Fees**

Lilliput Day Nursery, reserves the right to charge interest on unpaid fees at the rate of 5%. It is expected that any/all outstanding Nursery fees are paid in full by the time your child is ready to leave Nursery. If Nursery fees are not paid or action taken to reduce outstanding childcare costs, Lilliput Day Nursery reserves the right to cancel a child's place within the setting.

### **Terms and conditions**

These are set out in the contract between parents/carers and Lilliput Day Nursery and are implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends. Parents/carers are required to inform the Nursery immediately of any changes to the child's personal circumstances. The Nursery must also be informed of any changes to parents/carers contact details.

Samples of the contract, registration form and the full set of policies and procedures are available from the Nursery office.

CIW and parents/carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by Lilliput Day Nursery's operational plan and any changes to one will be reflected in the other.)

CIW is notified 28 days before a change is to take effect.

### **Emergency Arrangements**

In the event of the Nursery being uninhabitable, the college will work with the Senior Officer: Nursery to arrange alternative accommodation within the college. An area/room will be allocated and it will be ensured that the area is in keeping with CIW guidelines and regulations. All parents/carers will be contacted if appropriate.

In the event of an evacuation, due to fire alarms children are calmly escorted from the premises, by staff and taken to the Nidum Theatre/nearest safe building, where they can be comforted, kept warm/dry and entertained. Records are kept of all fire drills so regular reviews can take place, to ensure action is taken to improve the process.

Lilliput Day Nursery have procedures in place for keeping the children safe while in our care. Risk Assessments are carried out on a regular basis and a daily hazard record is carried out at the beginning of each session.

## **School Collections**

Lilliput Day Nursery provide a school pick up/drop off service to the following schools:

\*Catwg Primary School, Main Road, Cadoxton, Neath SA10 8BL

\*Ysgol Gymraeg Castell Nedd, Woodland Road, Neath SA11 3AL

\*Early Years Unit, Heol Penlan, Longford, Neath Abbey, Neath SA10 7LB

Staff use their own vehicles to transport children to and from school. Lilliput Day Nursery provides each car with child safety car seats, no more than 3 children transported at any one time and 2 members of staff in each vehicle at all times (1 qualified/1 trainee).

We ensure that all staff have a full clean driving licence and valid insurance. We hold copies of these documents at the nursery.

There is a charge for this service, fees will depend on your individual childcare needs so we advise that all parent/carers discuss their requirements with Andrea, Sarah or Stephanie.

## **Complaints or Concerns**

We are committed to providing a first class, open service and it is our aim to provide the best possible care for your child. In the event of you being dissatisfied, we would ask that you speak to one of our members of staff, the Nursery Officer or Deputy Nursery Officer. We have a suggestions box on the table in the foyer.

If it is a more serious issue you can contact our Responsible Individual/Senior Officer: Nursery, Andrea Tregoning on 01639 648039, where you will be asked to put your complaint in writing. You will be notified, in writing, of the outcome of the investigation within 14 days.

If you feel that your complaint has not been dealt with satisfactorily you may wish to contact our Responsible Individual, Eleanor Glew, Vice Principal: Operational Services, Neath Port Talbot Group of Colleges, Neath Campus, again we ask that the complaint is put in writing. You will be notified in writing, of the outcome of the investigation within 14 days.

CIW are not an investigation agency, however they are happy to listen to any concerns you may have.

CIW – Inspecting Officer  
CIW South Wales Region,  
Government Buildings,  
Picton Terrace,  
Carmarthen,  
SA31 3BT  
Email: – [cssiw.southwest@wales.gsi.gov.uk](mailto:cssiw.southwest@wales.gsi.gov.uk)  
Telephone: - 0300 7900 126

### **Further Information**

If you require any further information or would like to make arrangements to visit the Nursery, please do not hesitate to contact Andrea Tregoning, Sarah Thomas, Stephanie Powell or Lauren Jones.

Lilliput Day Nursery  
Neath Port Talbot Group of Colleges  
Dwr-y-Felin Road  
Neath  
SA107RF  
Telephone: - 01639 648039

This statement of purpose for Lilliput Day Nursery was compiled on: 01 March 2017

By: Andrea Tregoning

Position: Senior Officer: Nursery

Date of review: 14 June 2018

Date CIW informed of change: 19 June 2018